

**CITY OF CORVALLIS**  
**COUNCIL POLICY MANUAL**

**POLICY AREA 1 - GENERAL**

**CP 04-1.08**            **Organizational Sustainability**

**Adopted May 17, 2004**

Affirmed October 17, 2005  
Revised December 4, 2006  
Revised October 20, 2008  
Revised November 2, 2009  
Revised November 7, 2011

**1.08.010 Purpose**

The City Council has demonstrated its concern for a sustainable community through the Corvallis 2020 Vision Statement. The purpose of this policy is to ensure City departments develop practices that achieve a more sustainable workplace through plans and programs that promote a balance of environmental values with economic and social equity values in the expenditure of public funds. The City Council, in its leadership position, sets an example by adopting sustainable business practices in its activities and providing the resources necessary to allow the organization to be successful in its sustainability efforts.

**1.08.020 Mission**

- The City recognizes its responsibility to
- protect the quality of the air, water, land and other natural resources, and to conserve these resources in its daily operations;
  - minimize organizational impacts on local and worldwide ecosystems;
  - use financial resources efficiently and purchase products that are durable, reusable, non-toxic and/or made of recycled materials; and
  - treat employees in a fair and respectful manner, providing an inclusive work environment and helping staff develop their full potential.

**1.08.030 Goals**

1.08.031 Encourage, develop and support connections between environmental quality, economic vitality and social equity.

1.08.032 Include long-term and cumulative impacts in decision making.

- 1.08.033 Use City resources efficiently and reduce demand for natural resources, such as energy, land, and water, as a first alternative to expanding supply.
- 1.08.034 Focus on solutions that prevent pollution through planned, proactive actions that go beyond regulatory compliance.
- 1.08.035 Attract and retain the best fit employee for each position and for the organization as a whole, and commit to staff's continued growth and learning, development of new skills and willingness to take on new challenges.
- 1.08.036 Increase diversity and diversity awareness in the workforce, and provide a positive, respectful work environment, with open and honest communications.
- 1.08.037 Be a model of sustainable operations for other public and private organizations, and support and implement innovative programs that maintain and promote Corvallis' leadership as a sustainable city organization, and provide services in a way that fosters a more sustainable community.

#### 1.08.040 Definitions

- 1.08.041 Sustainability means using natural, financial and human resources in a responsible manner that meets existing needs without compromising the ability of future generations to meet their own needs.
- 1.08.042 Life-cycle cost analysis examines the full life of a product and its impact on the environment including the resources used to acquire the raw material and to manufacture, process, transport and install the material; the accrued life-time maintenance costs; and the final disposal (including recycle or reuse) of the product.
- 1.08.043 'Triple bottom line' is a framework for measuring and reporting organizational performance against environmental, economic, and social parameters. The term is used to capture the set of values, issues and processes that organizations must address to minimize harm and create environmental, economic, and social value.
- 1.08.044 Greenhouse gases include carbon dioxide, methane, nitrous oxide, ozone and chlorofluorocarbons (CFCs). Activities that emit greenhouse gases into the atmosphere include using non-renewable energy sources such as coal, natural gas, and gasoline to power buildings, street and traffic lights, motor vehicles and equipment.
- 1.08.045 'Employer of Choice' is an organization recognized for its leadership, culture, and best practices that attract, optimize, and hold top talent, achieving organization objectives.
- 1.08.046 ISO 14001, from the International Organization for Standardization's family of standards for environmental management systems (EMS), addresses the environmental impact of an organization's processes, products, and services on the environment.

#### 1.08.050 Policy

The City uses a triple-bottom-line framework to enhance sustainability in all aspects of the organization's activities. City departments, through changes in daily operations, ongoing programs and long-range planning are able to simultaneously have a significant positive impact on the environment, the economic efficiency of municipal government and the social character of the workplace. Departments promote actions which are environmentally and socially beneficial while also being economically intelligent.

#### 1.08.051 Environmental sustainability

The City values actions that are beneficial for the natural environment as well as for the health and safety of employees and the public, and that go beyond regulatory compliance to minimize the City's environmental impacts.

The organization seeks to enhance environmental sustainability through practices that promote clean air and water and reduce:

- solid and hazardous waste;
- use of toxic substances;
- emissions of greenhouse gases and pollutants; and
- consumption of energy, water and natural resources.

Decisions take into consideration protection of open space, protection and restoration of habitat, and preservation of natural biodiversity.

#### 1.08.052 Economic sustainability

The City values wise use of public funds and considers the full cost or life-cycle cost implications of its efforts.

The organization seeks to enhance economic sustainability through purchasing parameters and guidelines that ensure an analysis of sustainably preferable options occurs with each purchase. Decisions take into consideration the time frame within which any incremental initial costs will be paid back from the benefits achieved by environmental or social investments and the need to maintain a healthy financial situation to ensure continued services to the community.

#### 1.08.053 Social sustainability

The City values an open and friendly organization that is free from bigotry and intimidation, and exercises policies and programs that make it an Employer of Choice. In addition, the services provided to citizens do not burden or unfairly impact any one sector of the community.

The organization seeks to enhance social sustainability through a respectful work environment and an organizational culture that includes:

- equal access to opportunity, recognition and reward;
- engagement in the workplace and organizational goals;
- lifelong learning and adaptability to change; and
- overall physical, emotional and financial health, fostered through a positive work/life balance.

1.08.060 Implementation

- 1.08.061 The organization is managing its sustainability efforts by developing and implementing a Sustainability Management System (SMS). The SMS follows the ISO 14001 standard but, in keeping with the triple bottom line, weighs social and economic considerations along with environmental ones.
- 1.08.062 An organizational steering committee adopts and implements sustainable strategies and practices in the departments. Along with an implementation team, the committee creates goals, develops metrics, prioritizes projects, investigates new technologies, and measures success.
- 1.08.063 The City Manager promotes the objectives of the policy, adopts and implements sustainable strategies and practices in the departments, documents department progress towards sustainable development on an ongoing basis, and prepares an annual report on progress achieved, as well as the objectives to achieve before the next annual review.
- 1.08.064 Departments inform, educate, encourage, and hold employees accountable for actively participating in programs and policies promoting sustainability; providing the organization with an opportunity to become a community leader.
- 1.08.065 Staff seeks to continually improve best management practices for work activities resulting in more sustainable operations in each of the triple-bottom-line components.

1.08.070 Review and Update

This policy shall be reviewed every two years by the Public Works Department and updated as necessary.